



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4111 – \$4997

DUTIES:

Under the general direction of the Treasury Program Manager I of the Data Management and Special Projects Unit, [Securities Management Division](#), the incumbent functions as the lead or team member performing the most difficult complex or sensitive assignments for specials projects, process analysis, development and re-engineering projects.

Essential Functions

- Responsible for assisting in the development and implementation of a project management approach for all projects originating from SMD business processes.
- Conducts the most complex and sensitive projects based on knowledge of the existing databases, STO's accounting methods and financial markets.
- Works independently or as a lead team member to make recommendations to upper management, including preparation of position papers on sensitive issues for Executive Staff, Feasibility Studies and Budget Concept/Change papers.
- Communicates regularly with all levels of the STO, other State agencies, financial institutions and the public.
- Prepares RFP's and BCP's as required.
- Contributes and maintains the SMD policies and procedures manual.
- Acts as backup for the New Data Delivery System (NDDS), the Debt Administration, Budget Report and Fiscal Year Reporting. May also act as backup to the Unit Manager.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Ability to quickly acquire technical knowledge.
- Ability to handle multiple assignments and critical deadlines.
- Demonstrated ability to write and verbally communicate well.
- Computer skills.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment eligibility as an Associate Treasury Program Officer or equivalent classification may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-610-4223-010" next to the classification on your application/resume, i.e. Associate Treasury Program Officer (820-610-4223-010).

FINAL FILING DATE:

Applications will be accepted **until** the position is **filled**. Only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the Information Division at (916) 653-4062 or TDD (916) 654-9922.